

How to Fill a Vacancy through Recruitment

Purpose This guide provides supervisors and managers the appropriate steps to take when filling a vacant position through recruitment.

Contacts Chris Ferree , 304-480-8486 – Christopher.Ferree@bpd.treas.gov
 John Brenner, 304-480-8376 – John.Brenner@bpd.treas.gov
 Lori Lockhart, 304-480-8374 – Lori.Lockhart@bpd.treas.gov
 Jeff Schramm, 304-480-8489 – Jeffrey.Schramm@bpd.treas.gov
 Layne Pottmeyer, 304-480-8488 – Layne.Pottmeyer@bpd.treas.gov

Definitions **Recruit Action**: a competitive action, such as a vacancy announcement, in order to hire or promote someone.

Prior to starting Assemble necessary information, including:

- Making sure the position description is accurate.
- Determining how many position(s) need to be filled.
- Reviewing current staffing plans to ensure that this action is justified and supported.
- Gathering ideas on outreaching to various organizations and communities to attract a diverse pool of applicants.
- Contacting Human Resources (HR) for advice and guidance if there are any questions or concerns.

Procedure:
Submitting a
Request for Action

Step	Action
1	<p>The Manager submits a request for a vacancy to be filled to HR via HR Connect. The following should be included:</p> <ul style="list-style-type: none"> • Position Description (Job Code) number • Total number of approved vacancies • Location of position • Choose Advertising Area – Division, Bureau, Department/Agency, Federal Government, Open to Everyone (All Sources) • Grade Levels to be announced and the Full Performance Level of the position • Days vacancy announcement is to be opened • Whether Relocation expenses will be paid or not and why if not. • If an approved incentive program will be used to attract candidates • Please add additional information to the comments section if necessary.

2	<p>HR receives the complete request and contacts the Manager to verify information and ask any additional questions necessary to fill the vacancy. If HR does not have a Crediting Plan for the position to be filled, HR works with the Manager at this time to develop a Crediting Plan. A Crediting Plan must be established before announcing the job.</p> <p>If Career Connector (Quickhire) questions are being used in lieu of a Crediting Plan, HR works with the Manager to develop the questions at this time.</p>
---	--

The Recruiting Process

3	HR creates the vacancy announcement and sends the vacancy announcement to the Manager for approval.
4	<p>Once approved by the Manager, the vacancy announcement is posted on USAJOBS and/or CareerConnector if applicable, and sent to the United States Mint HR liaison in the local office for internal distribution.</p> <p>If CareerConnector questions are being used in lieu of a Crediting Plan, the applications are automatically rated; therefore, skip to Step 7, b.</p>
5	After the announcement closes HR reviews the applications to determine eligibility and minimum qualifications.
6	HR sends qualified competitive applicants to the United States Mint HR liaison for rating. The Rating Panel/Subject Matter Expert rates applicants against the crediting plan. Questions regarding the rating process should be addressed to the HR Specialist who posted the vacancy.
7	<p>a. After the rating process is completed, the United States Mint HR liaison sends the individual and summary rating sheets to HR. HR determines who is best qualified for the position based on the results of the ratings.</p> <p>b. If Career Connector questions are used, the HR Specialist determines who is best qualified based on the scores of the applicants. The HR Specialist verifies the content of those applications that score among the best qualified. A Mint Subject Matter Expert should be available for questions, if necessary.</p>
8	HR issues certificates of best-qualified and non-competitive applicants to the Manager.
9	The Manager interviews and makes selection or non-selection from the issued certificates. Where needed, the Manager annotates who was interviewed and who was not interviewed on the certificates.
10	After selection is made, the Manager indicates the selection on the certificate and returns them to HR.
11	HR contacts the selectee, make a tentative offer and request appropriate tests/background checks, etc.

12	After tests/background checks, etc. are completed HR makes a final offer to applicant. HR coordinates with the Manager the effective date of the action. Note: All necessary information must be obtained no later than the Monday before the requested effective date (the first day of a pay period) in order for HR to process the action on that date.
----	--

**Processing the
Action**

13	HR contacts selectee's personnel office to receive additional information, if needed.
14	HR processes the action on the effective date.